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**Office of School Improvement  
Field Services Unit**

**Consolidated Application Checklist**

Updated Feb. 2008

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**The purpose of the Consolidated Application is to encourage coordination and cooperation between funding sources and programs. The application budgets should reflect support of your School Improvement Plan and its programs, goals, strategies, and professional development as reflected in the “LEA Planning Cycle Requirements” document. All expenditures must be allowable under the legislation and supplement the costs of district responsibilities.**

This checklist is a guide to help you review the most common areas that cause applications to be returned for modifications.

- ☐ **Contact Name** is correct and phone number, extension and e-mail address are current
- ☐ On the Review Grant Selections screen, only grants being applied for are checked Apply Now
- ☐ Many screens have a box like the one below. Be sure to use the pull down menu to change it to the correct status

<input type="checkbox"/> <b>Has this page been updated since last year?</b>	Has Not Been Review ed
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- ☐ The narrative in the **Description of Equitable Access** refers to all grant sources and stakeholders in the application. You must complete all three boxes.
- ☐ Private school letter(s) is/are attached, if applicable, and reflect(s) the NCLB requirements
- ☐ If you are required to attach both the in district and outside the district boundaries letters you can upload them separately or in one file.
- ☐ If you applied using estimated allocations, budgets must be updated to reflect the correct allocation when they become available
- ☐ If required to use the school selection and allocation application for budgeting, revisions must be made to that document to accurately reflect the corrected allocation. The Title I budget must match this document.
- ☐ If you are in Phase 0-7 or are a schoolwide school you must submit school level budgets.
- ☐ Substantially Approvable-  
In order for the LEA to get a beginning obligation date, the Consolidated Application must be substantially approvable. The following elements must be accurately completed and submitted to be substantially **approvable**:
  - Title I School Selection Application
  - LEA Planning Cycle Application with three to five LEA needs and goals to support needs. Strategies and objectives must be included in 2008-09 application
  - Consolidated Application including updated staffing, FTE/hours, salary, and benefits

## Title I, Part A

- ☐ Function codes (FC) are correct. (See Help in the Budget Detail menu bar to reference correct function codes):
- ☐ Summer school staff and expenses are in separate budget items from regular school year staff
- ☐ Summer school for schoolwide schools – **FC 119**
- ☐ Summer school for targeted assistance schools – **FC 125**
- ☐ Supervision costs for regular and summer school – **FC 226**
- ☐ Professional development for instructional staff – **FC 221**
- ☐ Professional development for principals and non-instructional staff – **FC 283**
- ☐ Parent involvement and community activities – **FC 331**
- ☐ **ALL** private school expenditures budgeted – **FC 371** For each private non- profit (PNP) school include the name of the private school, the per pupil amount used and the allocation formula.
- ☐ Requested funds in the budget are reasonable and necessary
- ☐ Teachers entered as separate budget item from paraprofessionals
- ☐ Title I teachers' time shown in full-time equivalencies (FTEs) in the description
- ☐ Title I teachers shown as Purchased Services for public school academies or PNP
- ☐ Paraprofessional staff shown in FTEs or total hours worked for the school year, budget detail narrative should show number of paraprofessional staff
- ☐ Staff for extended day and extended year is listed in total hours per year
- ☐ Budget detail description is complete and specific. (See examples)
- ☐ Supplies and materials listed establish supplemental nature of purchase, e.g., leveled readers, math manipulatives needed to deliver Title I services
- ☐ Professional development budget item detail description includes the professional development topics, approximate number of staff, number of days planned, costs per day for staff and/or contracted consultants, supplies and materials or other related expenses; and/or a detailed description that links to the School Improvement Plan or AYP status or a separate Prof. Dev. Plan can be attached to the grant under "Attachments" 'additional budget information'
- ☐ Set asides, if required, are reflected in the budget:
- ☐ 10% for professional development for schools in Phase One and Phase Two is listed as a separate budget item – **FC 221**
- ☐ 1% of district's allocation over \$500,000 has been set-aside for parent involvement – **FC 331**
- ☐ Transfer/Transportation for schools in Phases One through Seven is listed as a separate budget item – **FC 271**
- ☐ Supplemental Educational Services for schools in Phase Two through Phase Seven is listed as separate budget item – **FC 125**
- ☐ Homeless set-aside, if needed, is listed separately. (Homeless function codes are determined according to the type of services offered)
- ☐ Capital outlay is for a single expense item equal to or exceeding \$5000
- ☐ **"Other"** object code is limited to membership dues and outgoing Transfers
- ☐ If applicable, a separate budget detail is provided for each Neglected or Delinquent institution. The name of the N & D Institution is found on the Budget Summary screen in the lower right corner. Click the N & D name to access the Budget Detail screen

- ☐ Local school budgets for Phase 0 and above, and schoolwide schools are included
- ☐ Delivery Systems for Special Populations Program screen matches the Budget Detail screen:
- ☐ If there is a function code for summer school in the budget, the summer school grade span is listed in the Delivery Systems for Special Populations Program screen
- ☐ If there is a function code for community services in the budget, there must be a grade span listed under Parent Outreach/Involvement
- ☐ Check to see if a waiver for exceeding the 15 percent limit on carryover for Title I, Part A is necessary. There is a provision for a waiver once every three years. The request must be specific, reasonable and necessary. The 15 percent limit does not apply to districts with allocations of less than \$50,000.

### **Title I, Part C (Regular School Year)**

- ☐ Function codes (FC) are correct. (See Help in the Budget Detail menu bar to reference correct function codes)
- ☐ The Migrant program budget supplements the Title I, Part A program
- ☐ Migrant teachers are shown in FTEs
- ☐ Paraprofessional staff shown in FTEs or total hours for the school year worked
- ☐ The Budget Detail description is complete and specific:
- ☐ Description should reflect additional services beyond Title I, Part A
- ☐ Supplies and materials listed establish supplemental nature of purchase, e.g., leveled readers, math manipulatives needed to deliver Title I services
- ☐ Professional development budget item detail description includes the professional development topics, approximate number of staff, number of days planned, costs per day for contracted consultants and/or a detailed description that links to the School Improvement Plan or AYP status
- ☐ Capital outlay is for a single expense item equal to or exceeding \$5000
- ☐ Other object code is limited to membership dues and outgoing transfers
- ☐ Delivery Systems for Special Populations screen matches the Budget Detail screen

### **Title II, Part A**

- ☐ Function codes (FC) are correct. (See Help in the Budget Detail menu bar to reference correct function codes):
- ☐ Professional Development Function Code **(FC) 221** and **FC 283** are described in detail:
- ☐ Professional development for instructional staff – **FC 221**
- ☐ Professional development for principals and non-instructional staff – **FC 283**
- ☐ Private school professional development – **FC 371**
- ☐ Professional development budget item detail description includes the professional development topics, approximate number of staff, number of days planned, costs per day for staff and/or contracted consultants, supplies and materials or other related expenses; and/or a detailed description that links to the School

Improvement Plan or AYP status or a separate Prof. Dev. Plan can be attached to the grant under "Attachments" 'additional budget information'

- ☐ If the district is using Title II, Part A for professional development, then the Private Non-Profit formula must be followed. (See Title II, Part A Calculation of Private Schools "Equitable Participation" Worksheet)
- ☐ Private school received a minimum of the amount budgeted under the 2001-2002 Eisenhower Professional Development Program, even if the district used all of its allocation for class size reduction. (Eisenhower allocation can be found on [http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334-127227--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334-127227--,00.html))
- ☐ Class Size Reduction Budget Detail includes a description of how additional teachers are being used to reduce class size as a result of the needs assessment – description includes the average class size at the school for the grade level/subject(s) without the class size reduction (CSR) and the number of students in the CSR funded class.
- ☐ The Teacher and Principal Training and Recruiting screen is completed and matches the Budget screen
  - Boxes checked reflect the Title II, Part A budget requests, which support the professional development component of the school improvement plan

#### **Title II, Part D**

- ☐ Function codes (FC) are correct. (See Help in the Budget Detail menu bar to reference correct function codes)
- ☐ The Technology Plan is up to date and on file with the State
- ☐ 25% of the allocation is budgeted for professional development in the integration of technology into the curriculum
- ☐ Budgeted items support the Technology Plan
- ☐ Capital outlay is for a single expense item equal to or exceeding \$5000
- ☐ Private Non-Profit school expenses – **FC 371**
- ☐ Computer lab purchases – **FC 225**

#### **Title III**

- ☐ Function codes (FC) are correct. (See Help in the Budget Detail menu bar to reference correct function codes)
- ☐ Consortium Agreement completed, if applicable
- ☐ Sample Parent Notification Letter attached and contains all required elements
- ☐ Administrative costs do not exceed 2%

#### **Title V, Part A**

- ☐ Function codes (FC) are correct. (See Help in the Budget Detail menu bar to reference correct function codes)
- ☐ Innovative Programs for Local Use of Funds Program screen matches Budget Detail screen:

- ☐ If function codes **221/283** for professional development are used in the budget, then the third column must include staff participant numbers. If **FC 221/283** is not used in the budget, the third column for staff development is **NOT** filled-in.
- ☐ Dollar amounts on the **Innovative Programs for Local Use of Funds Program** screen matches budgeted amounts
- ☐ If budget includes costs for student instruction, materials or activities, then the second column has been filled in with student participation numbers

#### **Title VI, Part B**

- ☐ Function codes (FC) are correct. (See Help in the Budget Detail menu bar to reference correct function codes)
- ☐ Expenditures are allowable under the same rules for Title I, Part A; Title II, Part A; Title II, Part D; Title III, Title IV, Part A and Title V

#### **Local District Consolidated Plan**

- ☐ Drop down menu in the "**Has this page been reviewed**" box has been checked and changed
- ☐ Consolidated Plan Revision Template was utilized to update the plan for minor changes

#### **Amendments**

- ☐ To change an application in **Grant Funds Available** status, you must amend the original application by choosing **Amend Application** on the **Main Menu** bar
- ☐ Sufficient description is given in **Justification** screen, which lists all changed items in all grants amended and rationale.
- ☐ Amendments to approved budgets must be submitted for prior approval by MDE under any of the following circumstances:
- ☐ The district is not currently approved for its full allocation and needs to increase its approved amount \*
- ☐ The district adds or deletes staff / increases or decreases staff FTEs in its approved budget
- ☐ The district adds a new function code to its approved budget
- ☐ The sum of the expenditures, over the approved amounts for individual functions, will exceed 10% of the total approved amount for the entire budget
- ☐ The district is applying for a new funding source.

\* If you have additional funds available (due to carryover or other reasons) you will have to amend your regular application when the funds become available. **There is no longer a separate carryover application**; the funds will be automatically loaded into your regular budget upon certification of the DS4044 final expenditure report. You will then need to adjust the regular year budget upward through the amendment process.

Please contact your Regional Consultant if you have further questions.

<b>Region 1</b>	<b>517-373-4009</b>
<b>Region 2</b>	<b>517-373-0161</b>
<b>Region 3</b>	<b>517-373-6341</b>
<b>Region 4</b>	<b>517-373-4004</b>
<b>Region 5</b>	<b>517-373-4212</b>